

## Liverpool John Moores University

Title: WORK BASED LEARNING (TRAINING, DEVELOPMENT & CPD)  
Status: Definitive  
Code: **4503BEFDS** (118439)  
Version Start Date: 01-08-2011  
Owning School/Faculty: Built Environment  
Teaching School/Faculty: Built Environment

Team	Leader
Derek King	

**Academic Level:** FHEQ4      **Credit Value:** 24.00      **Total Delivered Hours:** 14.00  
**Total Learning Hours:** 240      **Private Study:** 226

### Delivery Options

Course typically offered: Standard Year Long

Component	Contact Hours
Lecture	7.000
Tutorial	7.000

**Grading Basis:** 40 %

### Assessment Details

Category	Short Description	Description	Weighting (%)	Exam Duration
Portfolio	Portfolio	Competency based portfolio	100.0	

### Aims

*This module is specifically designed to capture evidence of naturally occurring learning in the workplace and accredit training & development that the learner has successfully completed during their period of work based learning. The emphasis of the module is to identify and evaluate the learning that occurs both naturally and via a structured programme of experience and work based training events within their employment or period of work placement. It is also provides recognition for work based learning which is not otherwise assessed and does not lead to a formally accredited qualification.*

*Examples of such events include:*

- 1. Formal company in-house training programmes.*
- 2. Continuing professional development (CPD) organised by professional bodies eg CIBSE.*
- 3. Seminars and courses offered by commercial training organisations.*
- 4. Product-based and service-based training offered by suppliers of systems, components, equipment, hardware, software, materials etc.*
- 5. Guided learning, reading, research, or up-dating required for particular projects.*

## **Learning Outcomes**

After completing the module the student should be able to:

- 1 Describe the role and benefits of relevant work based learning.
- 2 Identify naturally occurring workplace activities that provide personal development opportunities.
- 3 Identify the knowledge, understanding and skills acquired as a result of the various work based learning opportunities.
- 4 Evaluate the value and benefits of CPD activities and training & development undertaken to the individual and the employer.
- 5 Demonstrate where improvement in performance has been the result of their work-based learning.

## **Learning Outcomes of Assessments**

The assessment item list is assessed via the learning outcomes listed:

Portfolio	1	2	3	4	5
-----------	---	---	---	---	---

## **Outline Syllabus**

*Students must be either in full time employment in an appropriate capacity within the building services industry or be able to provide substantial and sustained work experience. The employment/work experience needs to be with organisations able to provide the range of work based learning experiences necessary to meet the requirements of this module.*

*This is a self-directed module with tutorial guidance as required. It is intended that the assessment of this module should be related to evidence and experience gained from the students employment or work placement. The student in all cases should have a nominated workplace mentor or supervisor. The mentor must be familiar with the programme and modules and will be required to authenticate the work as being the learners own work. The tutor, the learner and the mentor should liaise to verify the suitability of work-based evidence.*

## **Learning Activities**

This module requires students to gather and produce evidence of the experience,

skills and knowledge that they have acquired in the workplace. They will produce appropriate records, feedback, reviews and evaluations of the training and CPD opportunities they experienced in the workplace and the learning achieved as a result of them. Material evidence will be in the form of log books, site diaries, day books, performance appraisals, CPD certificates and other relevant documentation.

## References

<b>Course Material</b>	Book
<b>Author</b>	Dearden G.
<b>Publishing Year</b>	1989
<b>Title</b>	Learning while Earning
<b>Subtitle</b>	Learning Contracts for Employees
<b>Edition</b>	
<b>Publisher</b>	Learning from Experience Trust
<b>ISBN</b>	1870529073

## Notes

This module is most suited to those students who are in full-time employment. Students undertaking the module via a work experience placement will require access to a workplace for a reasonable period of time (the actual period being dependent on the size, structure and activities of the particular placement).

The module is centred on the students recognising, recording and evaluating work place learning opportunities and assesses learning that may otherwise go unrecognised.

Assessment of the module requires students to recognise opportunities for their own personal development including the wider transferable skills, and requires them to provide authentic, valid and reliable evidence to support successful completion of training and development opportunities.